



MINUTES

BOARD OF TRUSTEES: Eastern Shore of Virginia Public Library System

March 10, 2026 | 1 PM | Eastern Shore Regional Library & Heritage Center
Parksley, VA

Meeting called to order by Janet Justis

ATTENDANCE

Present:

Grayson Chesser, Dennis Custis, Joyce Holland, Janet Justis, M.K. Miles, Christopher Pote (*non-voting*), David Poyer, Carl Rose-Jensen, Frank Russell, Maureen Teague

Absent:

James Lilliston (*non-voting*)

In Attendance:

Kate Baird, Tiffany Flores, Jamie Johnson, John Schneider

CALL TO ORDER

The meeting was called to order by Janet Justis at 12:59PM. A quorum was present.

APPROVAL OF CONSENT AGENDA

David Poyer moved to accept the consent agenda, Joyce Holland seconded. Motion carried unanimously.

PUBLIC COMMENTS

John Schneider, a professional landscape architect, created websites to raise funds to support landscaping at the Regional Library & Heritage Center to honor Paul Muhly. To professionally design and landscape the property, he projects it would cost around \$30k. J. Schneider shared that the easiest way to work on the project would be to complete it piecemeal as funds are raised. Trustee Maureen Teague will lead the landscaping initiative.

APPROVAL OF MINUTES [February 10, 2026]

Joyce Holland moved that the 2.10.26, meeting minutes be approved. Frank Russell seconded. Motion carried unanimously.

OLD BUSINESS

ESRL & HC Parking Enforcement (C. Pote)

Christopher Pote provided an update of the ESRL & HC parking enforcement project. There is an enforcement plan to move forward which C. Pote has discussed with Chief of Police B.K. Greer. Chief Greer agreed to accompany C. Pote when he visits the businesses in town to inform them of the change to the library parking policy:

- Parking enforcement will begin on April 1
- Public notice is set to run in the *Eastern Shore Post* on 3/20 & 3/27
- Public notice will be posted on the library doors beginning 3/20
- Remaining work: a towing company still needs to be hired

FINANCIAL REPORT [C. Pote]

Christopher Pote provided a snapshot of the System's finances:

- The LGIP account earned \$621.45 in interest for a total balance of \$213,827.98
- FY27 budget presentations have been made to both county supervisors. Overall, there was a little less than 5% increase in operating expenses. C. Pote is anticipating receiving some, but not all the requested increase
- Overall, the finances for FY26 are solid. There will most likely be a budget revision for FY26 at the next meeting, and then work on FY27 at subsequent meetings

LIBRARY DIRECTOR'S SYSTEM REPORT [C. Pote]

Parksley: Eastern Shore Regional Library & Heritage Center

- HVAC: No updates, the system has been functioning "normally" over the past month
- A whole building surge protector was installed to help mitigate power surging and to protect electronic equipment

Nassawadox: Northampton Free Library

- The NFL related updates will be provided under other sections of the meeting

Email

- C. Pote purchased espltrustees.org to create the Trustees email accounts, and will be creating individual accounts for each Trustee

Director Announcements

- “Healing Reads” book collection launched today in the front vestibule of ESRL
 - It is housed on a spinning bookshelf
 - It includes materials that cover drug and alcohol addiction, domestic violence, and other self-help topics
 - There are materials in both English and Spanish
 - All materials are free to borrow or keep, no need to check out or interact with library staff to limit barriers to information
- The STEM Kits:
 - will be launched on 3/14 with a kick-off STEM party:
 - To include activities, treats, meeting the (newly named) library gecko, and activities hosted by VIMS, the VA Spaceport Authority, and the Chincoteague Bay Field Station
- Plant Cuttings Swap Program 3/28 [11AM]: Patrons will be sharing house plant clippings to propagate
- Library Closed 3/23: ESRL & NFL will both be closed for an all-staff meeting, training and team building

COMMITTEE REPORTS

Finance Committee (G. Chesser)

No report

Personnel Committee (Miles)

Christopher Pote shared that all staff annual reviews have been completed and they were overwhelmingly positive, with zero disciplinary actions.

Trustee Training Committee Report (Holland)

Joyce Holland shared that she and Janet Justis will be working on a presentation to share at the April meeting about pointers for BOT members communicating with the County Supervisors.

Facilities Committee Report (Poyer)

David Poyer shared that he, Janet Justis and Christopher Pote went to Norfolk to meet with the representatives of Tymoff & Moss Architects working on the NFL expansion project. Sample projects and materials were shared, as well as extensive questions about style, aesthetic, needs, and initial overarching planning conversations. The architects seemed very open and receptive to the feedback from the committee, and overall, it was a positive meeting.

BRANCH AND FRIENDS REPORTS

Cape Charles Memorial Library

Included in the written Library Director's System Report.

Chincoteague Island Library

Included in the written Library Director's System Report.

Northampton Free Library

Included in the written Library Director's System Report.

ESPL Friends of the Eastern Shore Public Library (Baird)

Friends President, Kate Baird shared the update from the Friends. (Report attached).

ESPL FOUNDATION [Poyer]

No report. March's Foundation meeting is postponed.

NEW BUSINESS

- Northampton County Re-zoning Application:
 - Christopher Pote explained that the recommended action to remedy the zoning issue at Northampton Free Library is to request a zoning map amendment
 - The application fee is \$1,000 and needs to be signed by the board chair.

Dennis Custis moved to authorize Janet Justis to complete and sign the zoning amendment application. Joyce Holland seconded. Motion carried unanimously.

ADDITIONAL COMMENTS

Frank Russell shared updates about the town of Parksley:

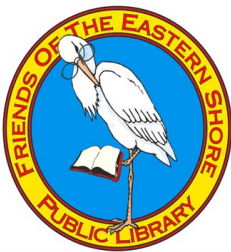
- Parksley received a several million-dollar grant to re-do the towns septic system
- Parksley also received a grant to completely rebuild the water tower along with a ten-year maintenance plan (the current water tower was installed in 1932)
- Frank Russell is planning on retiring and selling his business across the street from the library

NEXT MEETING

Tuesday, April 14, 2026, at 5PM | Facility: Chincoteague Island Library 4077 Main St., Chincoteague, VA 23336

ADJOURNMENT

Dennis Custis moved to adjourn the meeting. Frank Russell seconded. The motion passed unanimously.
The meeting adjourned at 1:57PM by Janet Justis.



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March 2026

To: Board of Trustees

Submitted by: Kate Baird – President - *Friends of the Eastern Shore Public Library*

Greetings from *The Friends*.

We hope everyone made it through the Blizzard of 2026 unscathed. If our Bookshop numbers were any indication, many people prepared for the storm by purchasing gently read titles to keep themselves entertained. Sales for the month of February totaled \$361 collected, giving us a YTD (July 2025-Feb.2026) of \$2772.50 for a weekly average of \$97. When you consider that the books range in cost from 50 cents to a maximum of \$2, that makes for pretty good business.

For the month of February we had four member renewals (\$140) and a final donation from the United Way 2024-2025 campaign for \$316.

Our relationship with Better World Books continues to be profitable in both financial terms and in the aspect of helping books get into the hands of readers. In February we shipped 11 boxes. BWB processed 253 books for gross sales of \$604.46 and a commission of \$64.79. This brings our YTD (July 2025-Feb. 2026) to \$491.70.

This month we will also be renewing our contract with Better World Books. The agreement includes our pre-screening of the books we receive as donations, which involves entering the ISBN number into the BWB screening program and receiving either a 'send' or 'don't send' message. BWB provides us with access to prepaid shipping labels which we can download and supplies us with boxes for our shipments. The 'cost' of the program is 15% of our sales, with 5% of the net sales going to the BWB General Literacy Fund. The commission checks, which we receive quarterly from BWB, are made out directly to the Eastern Shore Public Library.

The Friends provided \$1000 to Acquisitions Librarian Charle Ricci for the purchase of 20 additional books for the Recovery Reads collection and for the purchase of books for the mystery collection in memory of member emeritus Ann Scott.

The Friends remain busy stocking the Bookshop, shelving books, refilling our outreach locations, covering new books and preparing shipments for BWB. We are also looking forward to attending and assisting as needed at the STEM event on March 14th.

The Friends can always use more friends to share in the work. We are especially seeking assistance with updating and maintaining our social media presence. Just let us know if you have a new friend you would like us to meet!